

Rules and Regulation of Participation in the First International CYBERSEC EXPO Trade Fair

1. General provisions

- a. The First International CYBERSEC EXPO Trade Fair, hereinafter referred to as the 'Trade Fair,' will take place at The International Congress Centre (ICC) in Katowice on 29-30 October 2019, between 10:00 a.m. and 4:30 p.m.
- b. The organizer of the Trade Fair is DFE Polska Sp. z o.o. with its registered office in Poznań, ul. Szarych Szeregów 27/11, 60-462 Poznań NIP: 7811940048, hereinafter referred to as the 'Organizer.'
- c. The Exhibitor is an entity that registered for the trade fair based on the terms provided in these Trade Fair Rules and Regulation.
- d. Rules and Regulations of the Trade Fair (hereinafter referred to as the 'Regulations') along with the forms completed by the Exhibitor constitute the integral content of the contract between the Organizer and the Exhibitor (parties to the contract).

2. Application for participation

- a. Application for participation must be completed only on the form created in accordance with the Regulation. The Exhibitor accepts the form of application for participation. The application of participation constitutes the integral content of the agreement between the Organizer and the Exhibitor. Rules of the Trade Fair are available on the website of the Trade Fair Organizer, www.cybersecexpo.eu, as well as at the Organizer's headquarters. After being completed by a person legally authorized to represent the Exhibitor, the application for participation should be submitted to the Organizer within 3 days from the date of booking the expo space. By signing the application for participation, an exhibitor accepts the Regulations of the Trade Fair. If the application for participation is signed by persons other than those indicated in the CEiDG (Central Registration and Information on Economic Activity) or KRS (National Court Register), a power of attorney for these persons given by persons authorized to represent the Exhibitor is required to be attached. The conditions or reservations added to the application of participation form will not be considered. The application for participation can be sent in writing by registered mail, fax, or in the form of a scan of signed documents, by e-mail, which is a legally binding document for the Organizer and the Exhibitor.
- b. Signing the application for participation also means acceptance of the Regulations of the ICC Katowice available at <http://www.mckkatowice.pl/en/icc-regulations/98/>

3. Confirmation of participation

- a. The application for participation means that the Exhibitor has accepted the offer submitted by the Organizer. It also means that the Exhibitor has read and accepted the Trade Fair Regulations. The application for participation is binding for both parties.
- b. The Organizer has the right of final decision on whether to accept the Exhibitor and its exhibits. The Organizer, within 14 days of receiving the application for participation, may withdraw from the contract and deny the given company participation in the Trade Fair without indicating any reason. The Exhibitor, whose

participation was denied by the Organizer cannot make any claims or appear in court.

- c. The Exhibitor cannot transfer rights attained with this contract to third parties.

4. Allocation of stands

- a. After making the final decision, the selected stand or stands are reserved for the Exhibitor to send the completed application for participation form within 3 working days. If circumstances so require, the Organizer, in agreement with the Exhibitor, may change the allocated space, slightly change the area of the allocated stand (location indication), also after concluding the contract.
- b. If the Exhibitor does not take up the stand by 3:00 p.m. on the day before the opening of the Trade Fair, it may be distributed at the Organizer's discretion, and the Exhibitor is not entitled to any claims. The Organizer has all rights and claims as if the stand was occupied in accordance with the contract.

5. Withdrawal from the contract

- a. The Organizer is entitled to withdraw from the contract when the application for participation has been signed by persons not unauthorized to represent the Exhibitor; if it contains false information or data; or if no fees have been paid in accordance with the Regulation of the Trade Fair.
- b. The Exhibitor has the right to withdraw his application for participation. Withdrawal of the application of participation results in the obligation of payment of the entire amount as a result of placing the order for the expo space.
- c. Under the pain of nullification, a written form of withdrawal of the application for participation is required (submitted by registered mail with return receipt), and signed by persons authorized to represent the Exhibitor.

6. Fees

- a. The registration fee is PLN 390 net for each Exhibitor. The fee includes handling costs related to participation in the Trade Fair, identifiers, and a basic entry in the Trade Fair catalogue. The registration fee is added to the prepayment for participation in the Trade Fair and is not refundable.
- b. At the CYBERSEC EXPO Trade Fair, there are two stand zones: a red zone (space only) and a blue zone (with shell structure).
- c. The price for renting a regular space in the Trade Fair Centre is 390 PLN /m² net and 485 PLN/ m² net for the promotional zones with organizer's shell scheme.
- d. The price of 1 m² of stand space in the promotional zone includes: architectural design of the stand, white PVC walls with a frame height of 250 cm, monochromatic floor lining within the stand, 3 light spots for every 9 m², a frieze with the stand number, and the name of the exhibitor in a uniform font and within the colour scope chosen by the Organizer. The resignation from any of the above elements does not constitute a basis for lowering the price of a square meter of the rented stand space. All additional services related to the arrangement of the stand or any

additional elements of the installation or arrangement of the stand (for example, water connection, logo design, additional equipment, etc.) should be ordered from the Organizer in writing and will be subject to an additional fee in accordance with the current price offer.

- e. In the regular space zone, stands will be designed and arranged by the Exhibitors. The Exhibitors can either contract out the construction to the Organizer or commission another company for the work.
- f. For all net prices listed in the Regulations, VAT shall be added, at the current applicable rate.
- g. By marking the appropriate field in the application form, the Exhibitor can grant the Organizer right to issue and to send VAT invoices, including their corrections and duplicates, in PDF format in accordance with the Act on Value Added Tax (Dz. U. 2011, No. 177 item 1054 with later changes), for services provided by the Organizer.
- h. If the Exhibitor uses a company other than the Organizer for installation of the stand, the Exhibitor is obliged to pay the infrastructure fee of 39 PLN/ m² net.

7. Additional services for Exhibitors

- a. Basic entry to the Trade Fair catalogue for each Exhibitor is obligatory. The basic entry contains the name of the company, contact details, e-mail addresses, and a website. If the Exhibitor fails to send the aforementioned information for the catalogue to the Organizer by September 20, 2019, the Organizer is authorized to use the data from the application form.
- b. The organizer is not responsible for the accuracy of the content of announcements and entries in the Trade Fair catalogue provided by the Exhibitor.
- c. The access badges for Exhibitors, authorizing entry to the Trade Fair Centre during the Trade Fair, will be available for pick up in the Organizer's office located in the Trade Fair Centre's lobby beginning October 28, 2019. The access badges are nameless, with the inscription "Exhibitor," the name of the company, and the logo of the Organizer. The number of access badges needed for the given Exhibitor shall be submitted by the Exhibitor to the Organizer no later than September 20, 2019. In the event of failure to submit the number of necessary badges, the Organizer assigns 3 badges to one Exhibitor.

8. Terms of payment

- a. If cases where the payer is not an Exhibitor, the payer (addressee of financial claims) must be clearly identified by submitting the relevant statement on all order forms for particular services and a written payer consent must be provided. The payer is required to submit a written payer consent as well as to sign the document containing the Regulations of the Trade Fair.
- b. After receiving from an Exhibitor the application for participation form, the Organizer sends the confirmation of participation along with the calculation of the prepayment and a pro-forma invoice for prepayment. The prepayment is 30% of the net price for the ordered Trade Fair space. A registration fee is also added to the prepayment. The Exhibitor is obliged to pay the prepayment to the Organizer's bank account within 7 days of receiving the pro forma invoice. After the prepayment has been received in the Organizer's

account, the Organizer will issue a VAT invoice in accordance with applicable regulations in this regard.

- c. Not later than by October 3, 2019, the Organizer will issue a pro-forma invoice for the remaining 70% of the cost of renting the Trade Fair space.
- d. The Organizer will issue a pro-forma invoice in PLN no later than October 3, 2019, for the service of individualized installation and arrangement of a trade fair stand, for media, and any additional services ordered from the Organizer. The invoice will also include the service fee. The payment of this invoice is a condition for the completion of additional orders by the Organizer. After the prepayment has been received in the Organizer's account, the Organizer will issue a VAT invoice in accordance with applicable regulations in this regard.
- e. The payment deadline for all invoices is 7 days from the date of invoice. All payments should be made in PLN and to the account of DFE Polska Sp. z o.o.:
IBAN: PL08 1090 1463 0000 0001 3682 3819
SWIFT: WBKPPLPP
Name of the bank: Santander Bank Polska S.A.
- f. For the ordering of additional services submitted by the Exhibitor during the installation of the stand or during the Trade Fair, the Organizer will issue a VAT invoice in PLN within 7 days after the end of the Trade Fair.
- g. The Exhibitor is required to document all payments by submitting to the Organizer, at his request, copies of transfers confirmed by the payer's bank.
- h. Any complaints do not exempt the Exhibitor from timely payment.
- i. In the event of delay in payments under this agreement, statutory interest will be charged.
- j. The Organizer reserves the right to decline the Exhibitor's participation in the Trade Fair or to refuse completion of other services related to the Trade Fair in the event of non-payment for the VAT invoices issued by the Organizer for participation in the Trade Fair and for the related services provided to the Exhibitor by the Organizer. All due payments must be settled in order for the Exhibitor to participate in the Trade Fair.

9. Sub-exhibitors

- a. Without the written consent of the Organizer, the Exhibitor has no right to make the stand or any part of it, available free of charge or against payment to the third parties.
- b. If the Exhibitor plans to make the stand or part of it available to another entity, then the Exhibitor is obliged to include information about this entity as his Sub-exhibitor in the application form.
- c. The Sub-exhibitor shall submit a written acceptance of these Rules and Regulations as well as all other procedures related to the organization of the Trade Fair.
- d. The sub-exhibitor's participation entails the obligation of payment of PLN 990 net fee. Sub-exhibitors have the right to include their company's entry in the Trade Fair's catalogue according to the applicable conditions, as well as the right to place the company's name on all lists and information materials about the Trade Fair.

10. Technical conditions and disassembly

- a. The disassembly of the stand before the official end of the Trade Fair is not permitted.

- b. Attaching the exhibits to the walls and ceilings of the stand that were built by the Organizer is possible only with methods approved by the installers of the stand (without causing any damage) and previously reported to the Organizer.

11. Assembly of stands

- a. Exhibitors install and arrange their stand(s) on their own. Exhibitors are required, before the construction of the stand begins, to submit the design project of the rented stand space for approval to the Organizer by September 20, 2019, at the latest. The installation of the stand must be in accordance with the design approved by the Organizer, as well as in accordance to the construction and fire code requirements. The project design of the stand should present the stand construction (projection and façade) with the maximum height, as well as contain the necessary description of the types of materials used to install the stand. The submitted design project should include information about the rented space, should be compliant with the building law and other regulations and standards in force in Poland, as well as the technical, safety, and fire safety regulations applicable at the ICC Katowice (available on the Trade Fair Organizer's website).
- b. Exhibitors that use an external company for installing stand displays are obliged to provide the Organizer with the details of the stands' contractors: company name, address, NIP, telephone, and email contact to the person responsible for contact with the Organizer.
- c. Assembly of the stands executed by external companies begins at 9:00 a.m. till 10.00 p.m. on October 27, 2019 and 8:00 a.m till 22:00 p.m. on October 28, 2019.
- d. Installation of stands must be completed by 10 p.m. on the last day of assembly, that is, October 28, 2019. In justified cases, working hours may be extended with the consent of the Organizer, after prior written notification of such necessity by the Exhibitor. The application must contain a formal declaration of the Exhibitor to pay the appropriate fee.
- e. An Exhibitor is obliged to notify the Organizer in advance if the Exhibitor needs to suspend any elements of stand display from the permanent elements of the centre's ceiling. Services related to hanging elements from the ceiling are approved and performed only by the Organizer and require additional payment. The aforementioned suspension will be arranged, provided the Exhibitor submits for acceptance details relating to it: the type of suspended structure, dimensions, total weight, the suspension method (number of lines), and position of the element in relation to the display stand.
- f. It is forbidden to perform carpentry and painting that cause extensive dust (cutting, grinding, spray painting), as well as welding. This applies to display stands constructed of chipboard, MDF, and drywalls.
- g. Walls and other structural elements on the edge of the stand, with a height of more than 2.5 m, facing the neighbouring stands, should be finished neutrally (do not place company advertisement or exposed construction and installation elements).
- h. Exhibitors who use external companies for the installation of the stand is obliged to hand over the cleaned Trade Fair space not later than by the end of

the disassembly period (stand construction, lining, adhesive tape, paint, etc., must be completely removed). Exhibitors who use the Organizer's installation services are obliged to hand over the cleaned Trade Fair space not later than by the end of the disassembly period (all items owned by Exhibitors should be completely removed) The untidy surface will be cleaned at the expense of the Exhibitor.

- i. The Organizer is entitled to suspend the installation of the stand and to remove the construction elements at the expense of the Exhibitor if: the display stand is not compatible with construction and fire-fighting requirements, the contractor has not obtained the Organizer's consent to construct the Exhibitors' stands, and/or construction is performed without a permit for the given location.
- j. Creating a display stand that exceeds the designated outline (overlapping the passageways) is forbidden. This applies to both elements standing on the floor and upper elements of the structure (upper beams, crowns, and/or suspensions from the ceiling).

12. Disassembly of the stand

- a. Do not disassemble the stands, in whole or in part, prior to the end of the Trade Fair.
- b. Disassembly of stands provided by the Organizers: Exhibitors are obliged to remove their exhibits, posters, and items owned by the Exhibitor no later than 7 hours after the end of the Trade Fair.
- c. Disassembly of stands built by Exhibitors shall take place between 4:30 p.m. on October 30, 2019, and 6:00 a.m. on October 31, 2019.
- d. Elements of stands, stand furnishings, or exhibits not removed during disassembly period and left behind without notification of the Organizer are considered abandoned property. The organizer is not responsible for abandoned property, which is removed at the expense of the Exhibitor.

13. Electrical installation

- a. The Organizer provides general working lighting for exhibition space.
- b. Power connections to the Trade Fair network may be performed only by persons designated by the Organizer. At stands installed by the Exhibitor, the Exhibitor is responsible for the internal electrical installation, while the Organizer is responsible for the electrical installation only to the border of the stand.
- c. Electrical installations within the stand can also be made by other companies with the appropriate permissions. The Exhibitor is liable for all damages caused by improperly operating installations made by the company of the Exhibitor's choice.

14. Security and cleaning

- a. During installation and disassembly, as well as during the Trade Fair, the stand's service and supervision are the Exhibitor's responsibility. The Organizer is responsible for the general security of the Trade Fair premises and is authorized to take all control measures to ensure their safety. The general security provided by the Organizer doesn't mean that the Organizer is liable for material and personal damages arising during the Trade Fair.
- b. The Organizer provides cleaning of Trade Fair premises, rooms, and passages. Keeping the stand

tidy and cleaning the stand is the responsibility of the Exhibitor. This must be completed each time before the Trade Fair is open for visitors.

15. Advertising at the Trade Fair

- a. Print and other means of advertising, including optical, acoustic and movable, are allowed only with prior written consent of the Organizer. The Organizer has the right to prohibit use of advertising that may give rise to complaints from other Exhibitors. The Organizer has the right to remove such advertising from the Trade Fair for the duration of the Trade Fair.
- b. Leaving an Exhibitor's advertising leaflets in places other than the Exhibitor's own stand is prohibited.
- c. The Exhibitor agrees to the publication of photos from the Trade Fair, free of charge, which may include logos, persons, and products of the company (event documentation).

16. Trade Fair insurance and disclaimer

- a. The Organizer is not responsible for the exhibits and equipment at the stand. Any liability of the Organizer for their loss, damage or destruction, including those caused by visitors or the Trade Fair staff, is excluded. The Organizer recommends to the Exhibitors the civil liability insurance connected to participation in the Trade Fair, as well as the separate exhibit insurance.
- b. The Organizer is not liable for damage caused as a result of: force majeure, fire, burglary, theft, flooding, transport events on or from the Trade Fair, and any other random events that occur during the Trade Fair. Exhibitors should be insured against the risk of such events at the Exhibitor's own expense.
- c. The Exhibitor is liable for damage caused to the Organizer and third parties (created while working on the Exhibitor's behalf), as well as for any damage to the Trade Fair facility, furniture, installations, and expo centre equipment caused by the Exhibitor, his agents, sub-exhibitors, and any person directly or indirectly employed by the Exhibitor.

17. Reservations

- a. The organizer uses the host's rights during the installation and disassembly of stands and during the Trade Fair on the Trade Fair premises. Therefore, the Organizer is authorized to issue instructions applicable to all Exhibitors and service employees.
- b. The Organizer is entitled to postpone, shorten, extend, temporarily or partially close, or cancel the Trade Fair in the event of circumstances beyond the Organizer's control that require such decisions. In such cases, the Exhibitor shall not be entitled to claim compensation for losses incurred, and due payments may be limited by the Organizer to 25% of the agreed amount if the reason for changing or cancelling the Trade Fair was force majeure or circumstances for which the Organizer is not responsible.

18. Disputes

- a. The law applicable to the contract between the parties and to unresolved matters is the Polish law, including the Civil Code. All disputes that may arise in connection with the concluded contract will be subject to resolution by the court with jurisdiction over the seat of the Organizer: Poznań.

- b. Exhibitors' claims against the Organizer must be submitted in writing within 7 days after the end of the Trade Fair.
- c. In the event of discrepancies between the Polish and the English versions of the Regulations, the Polish version is binding.

19. Logo

- a. Exhibitors using the logo of the CYBERSEC EXPO Trade Fair and the Trade Fair's marketing materials are required to comply with the rules and regulations set by the Organizer. The Organizer's logo should be used in appropriate proportions as well as on the appropriate background (a white background is recommended.) Marketing materials available at www.cybersecexpo.eu cannot be used in a way that would conclude in a negative opinion of the First International CYBERSEC EXPO Trade Fair.